

CC Docket No. 02-6

LYDIA BRUUN WOODS MEMORIAL LIBRARY

120 East 18<sup>th</sup> Street  
Falls City, Nebraska 68355  
Telephone 402 245-2913 Fax 402 245-3031

RECEIVED & INSPECTED

MAR 17 2005

FCC - MAILROOM

DOCKET FILE COPY ORIGINAL

March 8, 2005

Letter of Appeal  
Funding Year 2004-2005  
Universal Service Administrative Company

I request that my status be reviewed in applying for funding from the Universal Service Administrative Company. My status is denied in full for funding year 2004-2005. I have followed the appeal guidelines and feel that I have just cause in asking for a review.

I am sending attachments from my appeal process to the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC) for funding year 2004-2005.

My problem began with the 470 application - I filed online and there was an error before the application was completed, so I re-entered the form information and attached an explanation dated 12/05/03, with the signature page. The letter explains two online applications with only one being confirmed with a signature. I also completed my Form 471 application using the completed application number.

I do not know what I could have done to make my case clearer. I believe my attachments will confirm my dedication. Our library has cooperated with this program since its conception and rely on the funding to provide telecommunication access. Our community relies on the internet service we provide free of charge.

I thank you for your consideration of my appeal. Please contact me if I can provide further service or information.

Respectfully,

*Hope Schawang*  
Hope Schawang, Library Director  
Lydia Bruun Woods Memorial Library  
120 E 18 Street  
Falls City, Nebraska 68355  
(402) 245-2913

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List ABCDE

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Universal Service Administrative Company

Schools &amp; Libraries Division

## Administrator's Decision on Appeal

Funding Year 2004-2005

January 14, 2005

Hope Schawang  
 Lydia Bruun Woods Memorial Library  
 120 East 18<sup>th</sup> Street  
 Falls City, NE 68355-2116

Re:	Applicant Name:	Lydia Bruun Woods Memorial Library
	Billed Entity Number:	138374
	Form 471 Application Number:	403265
	Funding Request Number(s):	1103865, 1103894
	Your Correspondence Dated:	August 5, 2004

After thorough review and investigation of all relevant facts, the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC) has made its decision in regard to your appeal of SLD's Funding Year 2004 Funding Commitment Decision Letter for the Application Number indicated above. This letter explains the basis of SLD's decision. The date of this letter begins the 60-day time period for appealing this decision to the Federal Communications Commission (FCC). If your Letter of Appeal included more than one Application Number, please note that you will receive a separate letter for each application.

Funding Request Number: 1103865, 1103894  
Decision on Appeal: **Denied in full**  
Explanation:

- On appeal, you seek the reversal of SLD's decision to deny the above listed funding requests on the basis that the FRNs reference a Form 470, which has not been certified. You state that this was a processing error on SLD's part. In support of your appeal, you enclose previously submitted forms.
- Upon review of the appeal letter, the relevant facts and documentation, it was determined that during the initial review, you were contacted and made aware that Form 470 application number 192130000477871 referenced as the establishing Form 470 for these services on Block 5 of the Form 471 was not certified. In your fax dated April 15, 2004, you state that you have return receipt on the filing of the previous mentioned Form 470. On appeal, you have provided a copy of a U.S. Postal Service Certified Mail Receipt 7002086000383290655, postmark date December 6, 2004, and U.S. Postal Service Certified Mail Receipt 70020860000383286610, postmark date January 22, 2004 as proof

of the date of mailing of the Form 470's certification. Upon review of SLD's records, the envelopes that you mailed in your Form 471's certification and Form 470 application number 716970000477911's certification page matched these Article Numbers, but did not include the certification for the Form 470 that is being appealed. In the FCC Decision regarding Waikiki Elementary School. (DA-96-45,97-21), the FCC held that Waikiki was unable to prove that the certification in question was mailed with other processed certifications as the applicant had claimed. Therefore, the SLD must rely on the documentation we have on file.

- The FCC requires all parts of an application to be postmarked by the final date of the filing window for the relevant funding year for the application to be treated as having been filed within the filing window. See *Request for Review by Alpine County Unified School District, et. al., Federal-State Joint Board on Universal Service, Changes to the Board of Directors of the National Exchange Carrier Association, Inc.*, CC Docket Nos. 96-45 and 97-21, Order, DA 02-75 ¶ 5 (rel. Jan. 14, 2002). This includes the Form 470 Certification, the Form 471 application, and the Form 471 Certification. If the Form 470 Certification is not postmarked by the final date of the filing window, that Form 470 cannot be used to establish the competitive bidding process for any funding requests that cite that Form 470.
- SLD denied your funding request(s) because it determined that your Form 470 Certification was not postmarked on or before the close of the filing window on February 4, 2004. You have failed to demonstrate that the Form 470 Certification was postmarked on or before February 4, 2004. Since you cannot show that the Form 470 Certification was postmarked on or before February 4, 2004, your appeal is denied.

If your appeal has been approved, but funding has been reduced or denied, you may appeal these decisions to either the SLD or the Federal Communications Commission (FCC). For appeals that have been denied in full, partially approved, dismissed, or cancelled, you may file an appeal with the FCC. You should refer to CC Docket No. 02-6 on the first page of your appeal to the FCC. Your appeal must be received or postmarked within 60 days of the date on this letter. Failure to meet this requirement will result in automatic dismissal of your appeal. If you are submitting your appeal via United States Postal Service, send to: FCC, Office of the Secretary, 445 12th Street SW, Washington, DC 20554. Further information and options for filing an appeal directly with the FCC can be found in the "Appeals Procedure" posted in the Reference Area of the SLD web site or by contacting the Client Service Bureau. We strongly recommend that you use the electronic filing options.

We thank you for your continued support, patience, and cooperation during the appeal process.

Schools and Libraries Division  
Universal Service Administrative Company

MAR 17 2005

FCC Form

Approval by OMB  
3080-0806

FCC - MAILROOM

**470**

# Schools and Libraries Universal Service

## Description of Services Requested and Certification Form

Estimated Average Burden Hours Per Response: 4.0 hours

This form is designed to help you describe the eligible telecommunications-related services you seek so that this data can be posted on the Fund Administrator website and interested service providers can identify you as a potential customer and compete to serve you.

Please read instructions before beginning this application.

(To be completed by entity that will negotiate with providers.)

**Block 1: Applicant Address and Identifications**

Form 470 Application Number: 716970000477911

Applicant's Form Identifier:

Application Status: INCOMPLETE

Posting Date:

Allowable Contract Date:

Certification Received Date:

**1. Name of Applicant:**

LYDIA BRUUN WOODS MEM LIBRARY

**2. Funding Year:**

07/01/2004 - 06/30/2005

**3. Your Entity Number**

138374

**4a. Applicant's Street Address, P.O.Box, or Route Number**

120 E 18TH ST

City

FALLS CITY

State

NE

Zip Code

68355 - 2116

**b. Telephone number**

ext.

(402) 245- 2913

**c. Fax number**

() -

**d. E-mail Address****5. Type Of Applicant**

- ☒ Individual School (individual public or non-public school)
- ☐ School District (LEA; public or non-public [e.g., diocesan] local district representing multiple schools)
- ☐ Library (including library system, library branch, or library consortium applying as a library)
- ☐ Consortium (intermediate service agencies, states, state networks, special consortia)

**6a. Contact Person's Name:** Hope Schawang

First, fill in every item of the Contact Person's information below that is different from Item 4, above. Then check the box next to the preferred mode of contact. (At least one box **MUST** be checked.)

**6b. Street Address, P.O.Box, or Route Number**

120 E 18TH ST

City

FALLS CITY

State

NE

Zip Code

68355 - 2116

6c. Telephone Number	(402) 245- 2913
6d. Fax Number	(402) 245- 3031
6e. E-mail Address	hschawang@hotmail.com

**Block 2: Summary Description of Needs or Services Requested**

**7 This Form 470 describes (check all that apply):**

a. ☒ Tariffed services - telecommunications services, purchased at regulated prices, for which the applicant has no signed, written contract. A new Form 470 must be filed for tariffed services for each funding year.

b. ☒ Month-to-month services for which the applicant has no signed, written contract. A new Form 470 must be filed for these services for each funding year.

c. ☐ Services for which a new written contract is sought for the funding year in Item 2.

d. ☐ A multi-year contract signed on or before 7/10/97 but for which no Form 470 has been filed in a previous program year.

**NOTE: Services that are covered by a signed, written contract executed pursuant to posting of a Form 470 in a previous program year OR a contract signed on/before 7/10/97 and reported on a Form 470 in a previous year as an existing contract do NOT require filing of a Form 470.**

**What kinds of service are you seeking: Telecommunications Services, Internet Access, or Internal Connections? Refer to the Eligible Services List at [www.sl.universalservice.org](http://www.sl.universalservice.org) for examples. Check the relevant category or categories (8, 9, and/or 10 below), and answer the questions in each category you select.**

**8 ☒ Telecommunications Services**  
**Do you have a Request for Proposal (RFP) that specifies the services you are seeking ?**

a ☐ YES, I have an RFP. It is available on the Web at or via (check one):  
☐ the Contact Person in Item 6 or ☐ the contact listed in Item 11.

b ☒ NO, I do not have an RFP for these services.

If you answered NO, you must list below the Telecommunications Services you seek. Specify each service or function (e.g., local voice service) and quantity and/or capacity(e.g., 20 existing lines plus 10 new ones). See the Eligible Services List at [www.sl.universalservice.org](http://www.sl.universalservice.org) for examples of eligible Telecommunications Services. Remember that only eligible telecommunications providers can provide these services under the universal service support mechanism. Add additional lines if needed.

Service or Function:	Quantity and/or Capacity:
basic telephone service	2 lines

**9 ☒ Internet Access**  
**Do you have a Request for Proposal (RFP) that specifies the services you are seeking ?**

a ☐ YES, I have an RFP. It is available on the Web at or via (check one):  
☐ the Contact Person in Item 6 or ☐ the contact listed in Item 11.

b ☒ NO, I do not have an RFP for these services.

If you answered NO, you must list below the Internet Access Services you seek. Specify each service or function (e.g., monthly Internet service) and quantity and/or capacity(e.g., for 500 users). See the Eligible Services List at [www.sl.universalservice.org](http://www.sl.universalservice.org) for examples of eligible Internet Access services. Add additional lines if needed.

Service or Function:	Quantity and/or Capacity:
internet service	14 workstations

<b>10 <input type="checkbox"/> Internal Connections</b> <b>Do you have a Request for Proposal (RFP) that specifies the services you are seeking ?</b>
<b>a <input type="checkbox"/> YES</b> , I have an RFP. It is available on the Web at or via (check one): <input type="checkbox"/> the Contact Person in Item 6 or <input type="checkbox"/> the contact listed in Item 11.
<b>b <input type="checkbox"/> NO</b> , I do not have an RFP for these services.
<b>If you answered NO, you must list below the Internal Connections Services you seek. Specify each service or function (e.g., local area network) and quantity and/or capacity(e.g., connecting 10 rooms and 300 computers at 56kbps or better). See the Eligible Services List at <a href="http://www.sl.universalservice.org">www.sl.universalservice.org</a> for examples of eligible Internal Connections services. Add additional lines if needed.</b>

<b>11 (Optional) Please name the person on your staff or project who can provide additional technical details or answer specific questions from service providers about the services you are seeking. This need not be the contact person listed in Item 6 nor the signer of this form.</b>
Name: _____ Title: _____
Telephone number ( ) - _____
Fax number ( ) - _____
E-mail Address _____
<b>12. <input type="checkbox"/> Check here if there are any restrictions imposed by state or local laws or regulations on how or when providers may contact you or on other bidding procedures. Please describe below any such restrictions or procedures, and/or provide Web address where they are posted and a contact name and telephone number for service providers without Internet access.</b>
<b>13. If you intend to enter into a multi-year contract based on this posting or a contract featuring an option for voluntary extensions you may provide that information below. If you have plans to purchase additional services in future years, or expect to seek new contracts for existing services, summarize below (including the likely timeframes).</b>

### Block 3: Technology Assessment

<b>14. <input type="checkbox"/> Basic telephone service only:</b> If your application is for basic local and long distance telephone service (wireline or wireless) only, check this box and skip to Item 16.
<b>15. Although the following services and facilities are ineligible for support, they are usually necessary to make effective use of the eligible services requested in this application. Unless you indicated in Item 14 that your application is ONLY for basic telephone service, you must check at least one box in (a) through (e). You may provide details for purchases being sought.</b>
<b>a. Desktop communications software:</b> Software required <input type="checkbox"/> has been purchased; and/or <input type="checkbox"/> is being sought.
<b>b. Electrical systems:</b> <input type="checkbox"/> adequate electrical capacity is in place or has already been arranged; and/or <input type="checkbox"/> upgrading for additional electrical capacity is being sought.
<b>c. Computers:</b> a sufficient quantity of computers <input type="checkbox"/> has been purchased; and/or <input type="checkbox"/> is being sought.
<b>d. Computer hardware maintenance:</b> adequate arrangements <input type="checkbox"/> have been made; and/or <input type="checkbox"/> are being sought.
<b>e. Staff development:</b> <input type="checkbox"/> all staff have had an appropriate level of training /additional training has already been scheduled; and/or <input type="checkbox"/> training is being sought.

f. Additional details: Use this space to provide additional details to help providers to identify the services you desire.

### Block 4: Recipients of Service

#### 16. Eligible Entities That Will Receive Services:

Check the ONE choice (a,b or c) that best describes this application and the eligible entities that will receive the services described in this application. You will then list in Item 17 the entity/entities that will pay the bills for these services.

a. ☒ Individual school or single-site library.

b. ☒ Statewide application for (enter 2-letter state code) representing (check all that apply):

- ☐ All public schools/districts in the state:
- ☐ All non-public schools in the state:
- ☐ All libraries in the state:

If your statewide application includes INELIGIBLE entities, check here. ☐ If checked, complete Item 18.

c. ☒ School district, library system, or consortium application to serve multiple eligible entities:

Number of eligible entities	
<i>For these eligible sites, please provide the following</i>	
Area Codes (list each unique area code)	Prefixes associated with each area code (first 3 digits of phone number) separate with commas, leave no spaces
If your application includes INELIGIBLE entities, check here. <input type="checkbox"/> If checked, complete Item 18.	

#### 17. Billed Entities

List the entity/entities that will be paying the bills directly to the provider for the services requested in this application. These are known as Billed Entities. At least one line of this item must be completed. Attach additional sheets if necessary.

Entity Number	Entity
138374	LYDIA BRUN WOODS MEM LIBRARY

#### 18. Ineligible Participating Entities

Does your application also seek bids on services to entities that are not eligible for the Universal Service Program? If so, list those entities here (attach pages if needed):

<b>Ineligible Participating Entity</b>	<b>Area Code</b>	<b>Prefix</b>
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### Block 5: Certification

#### 19. The applicant includes: (Check one or both)

- a. ☐ schools under the statutory definitions of elementary and secondary schools found in the No Child Left Behind Act of 2001, 20 U.S.C. Secs. 7801(18) and (38), that do not operate as for-profit businesses, and do not have endowments exceeding \$50 million; and/or
- b. ☐ libraries or library consortia eligible for assistance from a State library administrative agency under the Library Services and Technology Act of 1996 that do not operate as for-profit businesses and whose budgets are completely separate from any school (including, but not limited to elementary and secondary schools, colleges and universities).

#### 20. All of the individual schools, libraries, and library consortia receiving services under this application are covered by:

- a. ☐ individual technology plans for using the services requested in the application, and/or
- b. ☐ higher-level technology plans for using the services requested in the application, or
- c. ☐ no technology plan needed; application requests basic local and/or long distance telephone service only.

#### 21. Status of technology plans (if representing multiple entities with mixed technology plan status, check both a and b):

- a. ☐ technology plan(s) has/have been approved by a state or other authorized body.
- b. ☐ technology plan(s) will be approved by a state or other authorized body.
- c. ☐ no technology plan needed; application requests basic local and long distance telephone service only.

22. ☐ I certify that the services the applicant purchases at discounts provided by 47 U.S.C. Sec. 254 will be used solely for educational purposes and will not be sold, resold, or transferred in consideration for money or any other thing of value.

23. ☐ I recognize that support under this support mechanism is conditional upon the school(s) or library(ies) I represent securing access to all of the resources, including computers, training, software, maintenance, and electrical connections necessary to use the services purchased effectively.

24. ☐ I certify that I am authorized to submit this request on behalf of the above-named entities, that I have examined this request, and to the best of my knowledge, information, and belief, all statements of fact contained herein are true.

25. Signature of authorized person: ☐

26. Date (mm/dd/yyyy):



27. Printed name of authorized person: Hope Schawang

28. Title or position of authorized person: Library Director

29a. Address of authorized person: 120 E 18 ST  
City: Falls City State: NE Zip: 68355-2116

29b. Telephone number of authorized person: (402) 245 - 2913

29c. Fax number of authorized person: (402) 2453031

29d. E-mail address number of authorized person: hschawang@hotmail.com

**Persons willfully making false statements on this form can be punished by fine or forfeiture, under the Communications Act, 47 U.S.C. Secs. 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. Sec. 1001.**

Service provider involvement with preparation or certification of a Form 470 can taint the competitive bidding process and result in the denial of funding requests. For more information, refer to the "Service Provider Role in Assisting Customers" at [www.sl.universalservice.org/vendor/manual/chapter5.doc](http://www.sl.universalservice.org/vendor/manual/chapter5.doc) or call the Client Service Bureau at 1-888-203-8100.

**NOTICE:** Section 54.504 of the Federal Communications Commission's rules requires all schools and libraries ordering services that are eligible for and seeking universal service discounts to file this Description of Services Requested and Certification Form (FCC Form 470) with the Universal Service Administrator. 47 C.F.R. § 54.504. The collection of information stems from the Commission's authority under Section 254 of the Communications Act of 1934, as amended. 47 U.S.C. § 254. The data in the report will be used to ensure that schools and libraries comply with the competitive bidding requirement contained in 47 C.F.R. § 54.504. All schools and libraries planning to order services eligible for universal service discounts must file this form themselves or as part of a consortium.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

The FCC is authorized under the Communications Act of 1934, as amended, to collect the information we request in this form. We will use the information you provide to determine whether approving this application is in the public interest. If we believe there may be a violation or a potential violation of a FCC statute, regulation, rule or order, your application may be referred to the Federal, state, or local agency responsible for investigating, prosecuting, enforcing, or implementing the statute, rule, regulation or order. In certain cases, the information in your application may be disclosed to the Department of Justice or a court or adjudicative body when (a) the FCC; or (b) any employee of the FCC; or (c) the United States Government is a party of a proceeding before the body or has an interest in the proceeding. In addition, information provided in or submitted with this form or in response to subsequent inquiries may also be subject to disclosure consistent with the Communications Act of 1934, FCC regulations, the Freedom of Information Act, 5 U.S.C. § 552, or other applicable law.

If you owe a past due debt to the federal government, the information you provide may also be disclosed to the Department of the Treasury Financial Management Service, other Federal agencies and/or your employer to offset your salary, IRS tax refund or other payments to collect that debt. The FCC may also provide the information to these agencies through the matching of computer records when authorized.

If you do not provide the information we request on the form, the FCC may delay processing of your application or may return your application without action.

The foregoing Notice is required by the Paperwork Reduction Act of 1995, Pub. L. No. 104-13, 44 U.S.C. § 3501, et seq.

Public reporting burden for this collection of information is estimated to average 4 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing, and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the reporting burden to the Federal Communications Commission, Performance Evaluation and Records Management, Washington, DC 20554.

Please submit this form to:

**SLD-Form 470  
P.O. Box 7026  
Lawrence, Kansas 66044-7026  
1-888-203-8100**

For express delivery services or U.S. Postal Service, Return Receipt Requested, mail this form to:

**SLD-Form 470  
c/o Ms. Smith  
3833 Greenway Drive  
Lawrence, Kansas 66046  
1-888-203-8100**

FCC Form 470  
May 2003

**Close Print Preview**

LYDIA BRUUN WOODS MEMORIAL LIBRARY  
120 East 18<sup>th</sup> Street  
Falls City, Nebraska 68355  
Telephone 402 245-2913 Fax 402 245-3031

12/05/03

SLC:

I have applied online for form 470 -  
Applicant Form Identifier # 1226044.

I am unsure if you need the  
signature page, so am mailing it  
just to be sure. I applied online 2X  
because I did not get a print out  
the first time - I misread the instructions.

These are the #s assigned

192130000477871 w/ # 1226044

716970000477911 w/o Applicant #

Please advise if any other information  
is desired - or if this completes the 470  
application.

Respectfully,  
Hope Shawang,  
Library Director

**Entity Number: 138374**  
**Contact Person: Hope Schawang**

**Applicant's Form Identifier:**  
**Phone Number: 402-245-2913**

FCC Form

Approval by OMB  
3060-0806**470**

**Schools and Libraries Universal Service  
Program Description of Services Requested  
and Certification Form**

Do not write in this area

**Form 470 Application Number: 716970000477911**

**19. The applicant includes: (Check one or both)**

- a. ☐ schools under the statutory definitions of elementary and secondary schools found in the **No Child Left Behind Act of 2001, 20 U.S.C Secs. 7801(18) and (38)**, that do not operate as for-profit businesses, and do not have endowments exceeding \$50 million; and/or
- b. ☒ libraries or library consortia eligible for assistance from a State library administrative agency under the Library Services and Technology Act of 1996 that do not operate as for-profit businesses and whose budgets are completely separate from any school (including, but not limited to) elementary and secondary schools, colleges and universities.

**20. All of the individual schools, libraries, and library consortia receiving services under this application are covered by:**

- a. ☒ individual technology plans for using the services requested in the application; and/or
- b. ☐ higher-level technology plans for using the services requested in the application; or
- c. ☐ no technology plan needed; application requests basic local and/or long distance telephone service only.

**21. Status of technology plans (if representing multiple entities with mixed status, check both a and b):**

- a. ☒ Technology plan(s) has/have been approved by a state or other authorized body.
- b. ☐ Technology plan(s) will be approved by a state or other authorized body.
- c. ☐ The application requests basic local and/or long distance telephone service only; no technology plan needed.

**22. ☒ I certify that the services the applicant purchases at discounts provided by 47 U.S.C. Sec. 254 will be used solely for educational purposes and will not be sold, resold, or transferred in consideration for money or any other thing of value.**

23. ☒ I recognize that support under this support mechanism is conditional upon the school(s) or library(ies) I represent securing access to all of the resources, including computers, training, software, maintenance, and electrical connections necessary to use the services purchased effectively.

24. ☒ I certify that I am authorized to submit this request on behalf of the above-named entities, that I have examined this request, and to the best of my knowledge, information, and belief, all statements of fact contained herein are true.

25. Signature of authorized person	Hope Schawang	26. Date	12/05/03
27. Printed name of authorized person	Hope Schawang		
28. Title or position of authorized person	Library Director		
29a. Street Address of authorized person	120 E 18 ST Falls City, NE 68355-2116		
29b. Telephone Number of authorized person	(402) 245-2913		
29c. Fax Number of authorized person	(402) 245-3031		
29d. E-mail address of authorized person	hschawang@hotmail.com		

Form 470 Application Number: 716970000477911

LYDIA BRUUN WOODS MEM LIBRARY

120 E 18TH ST

FALLS CITY, NE 68355-2116

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NOTICE: Section 54.504 of the Federal Communications Commission's rules requires all schools and libraries ordering services that are eligible for and seeking universal service discounts to file this Description of Services Requested and Certification Form (FCC Form 470) with the Universal Service Administrator. 47 C.F.R. § 54.504. The collection of information stems from the Commission's authority under Section 254 of the Communications Act of 1934, as amended, 47 U.S.C. § 254. The data in the report will be used to ensure that schools and libraries comply with the competitive bidding requirement contained in 47 C.F.R. § 54.504. All schools and libraries planning to order services eligible for universal service discounts must file this form themselves or as part of a consortium.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

The FCC is authorized under the Communications Act of 1934, as amended, to collect the information we request in this form. We will use the information you provide to determine whether approving this application is in the public interest. If we believe there may be a violation or a potential violation of a FCC statute, regulation, rule or order, your application may be referred to the Federal, state, or local agency responsible for investigating, prosecuting, enforcing, or implementing the statute, rule, regulation or order. In certain cases, the information in your application may be disclosed to the Department of Justice or a court or adjudicative body when (a) the FCC; or (b) any employee of the FCC; or (c) the United States Government, is a party of a proceeding before the body or has an interest in the proceeding. In addition, information provided in or submitted with this form or in response to subsequent inquiries may also be subject to disclosure consistent with the Communications Act of 1934, FCC regulations, the Freedom of Information Act, 5 U.S.C. § 552, or other applicable law.

If you owe a past due debt to the federal government, the information you provide may also be disclosed to the Department of the Treasury Financial Management Service, other Federal agencies and/or your employer to offset your salary, IRS tax refund or other payments to collect that debt. The FCC may also provide this information to these agencies through the matching of computer records when authorized.

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Please submit this form to:

**SLD - Form 470  
P.O. Box 7026  
Lawrence, KS 66044-7026  
1-888-203-8100**

For express delivery services or U.S. Postal Service, Return Receipt Requested, mail this form to:

**SLD - Form 470  
c/o Ms. Smith  
3833 Greenway Drive  
Lawrence, KS 66046  
1-888-203-8100**

FCC Form 470  
May 2003

Done

## SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

SLD - Form 470  
c/o Ms. Smith  
3833 Greenway Drive  
Lawrence, KS 66046

2. Article Number (Copy from service label)

## COMPLETE THIS SECTION ON DELIVERY

A. Received by (Please Print Clearly) B. Date of Delivery  
PEARSON GOVT SOLUTIONS

C. Signature MAIL AGENT

X

☐ Agent  
☐ Addressee

D. Is delivery address different from item 1?

If YES, enter delivery address below:

☐ Yes  
☐ No

3. Service Type

☒ Certified Mail ☐ Express Mail  
☐ Registered ☐ Return Receipt for Merchandise  
☐ Insured Mail ☐ C.O.D.

4. Restricted Delivery? (Extra Fee)

☐ Yes

7002 0860 0003 8329 0655

# USAC

Universal Service Administrative Company  
Schools & Libraries Division

Keep

**FORM 470-Receipt Notification Letter**  
(Funding Year 2004: 07/01/2004--06/30/2005)

December 08, 2003

Hope Schawang  
LYDIA BRUUN WOODS MEM LIBRARY  
120 E 18TH ST  
FALLS CITY, NE 68355-2116

Re: Applicant's Form Identifier: 1226044  
Form 470 Application Number: 192130000477871  
Entity Number: 138374  
Date Form 470 Posted: 12/05/2003  
Allowable Vendor Selection/Contract Date: 01/02/2004

Dear Hope Schawang:

This letter is to notify you that the Schools and Libraries Division (SLD) has received your FCC Form 470, "Description of Services Requested and Certification Form," although we have NOT yet received your Block 5 signed certification page, either online or on paper. This letter provides important information about program rules. Please read this letter carefully and retain it for your records and future reference.

The Form 470 Application Number listed above has been assigned by the SLD and will be used to track your Form 470. This number must be provided on each FCC Form 471, "Services Ordered and Certification Form," Block 5 Funding Request that cites this Form 470. Any applicant who relies on this Form 470 will need to know this Form 470 Application Number. You may wish to share this number with those schools and/or libraries featured in this application to assist them in their preparation of the Form 471.

The purpose of the Form 470 is to open a competitive bidding process for the services desired. The Form 470 applicant is responsible for ensuring an open, fair competitive process and selecting the most cost-effective provider of the desired services. The Form 470 must be completed by the entity that will negotiate with potential service providers. A service provider who will participate in the competitive bidding process as a bidder cannot complete it. Please be aware that if a service provider was involved in the preparation or certification of your Form 470, this involvement could taint the competitive bidding process and result in the denial of your funding requests.

If you believe that a service provider was improperly involved in the submission of this Form 470, you should cancel this Form 470 and submit a new one if you wish. To cancel a Form 470, contact the Client Service Bureau by e-mail at [question@universalservice.org](mailto:question@universalservice.org), by fax at 1-888-276-8736 or by phone at 1-888-203-8100 and follow the instructions they provide.

FCC rules require that requests for tariffed or month-to-month services and requests for new contractual services be posted on the SLD web site for a period of at least 28 days before selecting a vendor in order to provide for a competitive bidding process.



State or local laws may require a longer procurement cycle. This 28-day waiting period must occur before you may establish a legally binding agreement between yourself and your service provider. Except for services to be delivered under tariff or month-to-month arrangements, you must have a legally binding agreement with your service provider before you sign and submit your Form 471. This requirement can be met by executing a contract for services, or through another process as allowed by your state law that legally binds you to given services from the selected service provider. Listing a service provider on your Form 471 does NOT create a legally binding agreement. You must be able to demonstrate that you have a legally binding agreement in place at the time that you submitted your Form 471. In addition, if you are seeking support on your Form 470 for the first time for services delivered under a multi-year contract signed on or before July 10, 1997, the SLD cannot process your Form 471 until the 28-day waiting period has elapsed.

You must retain copies of bidding specifications and/or requests for proposals (RFPs), all bids received (both winning and losing) and all contracts with your service provider. You must also maintain documentation of the process and any related analyses leading to the selection of the winning bid(s). You must be able to demonstrate that the bid you chose is the most cost-effective, with price being the primary factor.

You must follow all state and local procurement laws that apply to you. You must also be able to demonstrate compliance with these laws.

Your Form 470 or RFP MUST define the specific services or functions (and quantity and/or capacity) for which funding will be sought. You MUST obtain specific cost information, including prices for products and services to be provided. Failure to adhere to these rules violates the requirement to choose the most cost-effective provider. Remember also that you cannot seek discounts for services in a category of service on the Form 471 if those services in those categories were not indicated on a Form 470.

RFPs or other solicitation methods must be tailored specifically to your needs and circumstances, and based directly on your technology plan. Use of a generic RFP used successfully by another applicant, for example, does not comply with the Commission's competitive bidding requirements. RFPs and competitive bidding processes that are structured to favor one service provider undermine the competitive process.

The "Allowable Vendor Selection/Contract Date" featured above is the earliest date that contracts, or other legally binding agreements, can be executed for all services.

Under FCC rules to become effective with Funding Year 2004, your service provider must offer you the option of requesting discounts on bills, or of paying the bills in full and then receiving reimbursement. We recommend that you include your preferred method for receiving discounts when considering bids and discuss that with your service provider.

In the "Second Report and Order and Further Notice of Proposed Rulemaking" (FCC 03-101), the FCC announced suspension and debarment regulations pertaining to the schools and libraries support mechanism. The Report and Order explains, among other things, the circumstances under which applicants, service providers and other program participants can be suspended and/or debarred from receiving support. This Report and Order is available on the SLD web site. As the FCC provides additional information regarding suspension and debarment, we will provide updated information on the SLD web site. As these determinations are made, a list of suspended and debarred individuals and/or organizations will be posted to the SLD web site.

Complete information about the filing window for the Funding Year 2004 Form 471, including the filing deadline, will be posted to the SLD web site when it becomes available.

It is important to remember that not all requested services will necessarily be approved for discounts. Your Form 471 will be subject to review by the SLD for a determination of funding eligibility before funds are committed. This review will consider all program rules, including eligibility of discount recipients and the eligibility of services for which discounts are requested. In addition, availability of funds will be a factor in funding decisions. Therefore, you should consider the possibility of a denial of funding or a level of funding below your request, and include appropriate contingencies in contracts for any or all of the requested services.

Thank you for your interest in the Schools and Libraries program. If you have any questions, please contact the SLD Client Service Bureau.

Schools and Libraries Division  
Universal Service Administrative Company

Schools and Libraries Division  
Box 125 Correspondence Unit  
80 South Jefferson Road  
Whippany, New Jersey 07981

02741  
Hope Schawang  
LYDIA BRUUN WOODS MEM LIBRARY  
120 E 18TH ST  
FALLS CITY, NE 68355-2116



# Duplicate - Call.

# USAC

Universal Service Administrative Company  
Schools & Libraries Division

Kept. # 2130000477871

FORM 470-Receipt Notification Letter  
(Funding Year 2004: 07/01/2004--06/30/2005)

December 08, 2003

Hope Schawang  
LYDIA BRUUN WOODS MEM LIBRARY  
120 E 18TH ST  
FALLS CITY, NE 68355-2116

Re: Applicant's Form Identifier:  
Form 470 Application Number: 716970000477911  
Entity Number: 138374  
Date Form 470 Posted: 12/05/2003  
Allowable Vendor Selection/Contract Date: 01/02/2004

Dear Hope Schawang:

This letter is to notify you that the Schools and Libraries Division (SLD) has received your FCC Form 470, "Description of Services Requested and Certification Form," although we have NOT yet received your Block 5 signed certification page, either online or on paper. This letter provides important information about program rules. Please read this letter carefully and retain it for your records and future reference.

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Complete information about the filing window for the Funding Year 2004 Form 471, including the filing deadline, will be posted to the SLD web site when it becomes available.

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Thank you for your interest in the Schools and Libraries program. If you have any questions, please contact the SLD Client Service Bureau.

Schools and Libraries Division  
Universal Service Administrative Company

# USAC

Schools and Libraries Division  
Box 125 Correspondence Unit  
80 South Jefferson Road  
Whippany, New Jersey 07981

## TIME SENSITIVE MATERIAL

02775  
Hope Schawang  
LYDIA BRUUN WOODS MEM LIBRARY  
120 E 18TH ST  
FALLS CITY, NE 68355-2116





Universal Service Administrative Company  
Schools & Libraries Division

FORM 471 RECEIPT ACKNOWLEDGMENT LETTER  
(Funding Year 2004: 07/01/2004 - 06/30/2005)

February 12, 2004

Hope Schawang  
LYDIA BRUUN WOODS MEM LIBRARY  
120 E 18TH ST  
FALLS CITY, NE 68355-2116

Re: Form 471 Application Number: 403265  
Funding Year 2004: 07/01/2004 - 06/30/2005  
Applicant's Form Identifier: 1226044  
Billed Entity Number: 138374

This notification is an acknowledgment of receipt and successful data entry of your FCC Form 471, "Services Ordered and Certification Form," reflecting \$3,179.40 in total program year pre-discount costs for services. This letter confirms that the Form 471 and signed or electronically certified Form 471 Certification have been received. Please note that the later of these Form 471 application materials was postmarked or received by the Schools and Libraries Division (SLD) on 01/22/2004. Your application will be considered within the Form 471 application filing window wherein all applications that meet the Minimum Processing Standards are treated as though they were received on the same day. It is important that you retain this Form 471 Receipt Acknowledgment Letter (RAL) for your records.

NOTE: Item 25 on the Form 471 is a certification that you have secured access to the resources necessary to pay for (1) the non-discount portion of the costs for eligible services within the funding year, as well as (2) the ineligible products and services to make effective use of the eligible services you have requested. "Secured access" means that you can show that these funds are, or will be, part of your annual budget; or, if you are obtaining the funds from an outside revenue source, that these funds have been acquired or committed. IF YOU OBTAIN THESE FUNDS FROM AN OUTSIDE SOURCE, THE FUNDS MUST NOT COME DIRECTLY OR INDIRECTLY FROM YOUR SERVICE PROVIDER(S). YOUR SERVICE PROVIDER(S) MAY NOT WAIVE THE NON-DISCOUNT PORTION OF THE COSTS.

THIS LETTER DOES NOT CONTAIN ANY DECISIONS CONCERNING YOUR REQUESTS FOR DISCOUNTS. NOTE, HOWEVER, THE THREE-WEEK RESPONSE DEADLINE DESCRIBED BELOW.

It is important that you keep the Form 471 Application Number cited above for future communications with the SLD. Our Program Integrity Assurance (PIA) Team will now review your application for compliance with program rules. Once the review of your application has been completed, you will receive one or more Funding Commitment Decision Letters (FCDLs) to inform you of our decisions on your Funding Requests. You cannot assume that USAC will approve the discounts for which you are applying before an FCDL is issued.

ALLOWABLE CORRECTIONS USING THE RAL (ACT WITHIN THREE WEEKS!)

If you find data entry errors on this letter, or you previously identified errors on your Form 471, certain of these errors can be corrected using this Form 471 RAL.

- You MUST, at a minimum, include the signature, printed name and official title of either the contact person on this letter or the authorized person on the Form 471.
- Requests must be received or postmarked within three weeks of the date on this letter.

If any of the required information is missing or the request is late, the request will not be processed, but will be included in the review of the form.

Examples of ALLOWABLE CORRECTIONS are:

- A. CORRECTIONS TO BLOCK 1 INFORMATION: You may correct Block 1 items such as the applicant's e-mail address, contact person's name, street address, etc.
- B. CORRECTIONS TO BLOCK 4 INFORMATION: While the RAL does not contain Block 4 Worksheet information, you may check this information on our web site. (See the last paragraph in this letter for instructions on displaying application data.) You may correct an entity listed on a Block 4 Worksheet. If needed, include an additional page from the appropriate Block 4 Worksheet - A, B or C - from a blank Form 471 with ALL columns completed. If the Form 471 has multiple worksheets, be sure to indicate the worksheet number(s) for which you are requesting the entity correction(s) be made. The Item 21 Attachment must substantiate corrections to Block 4. (See the FCC Order DA 02-90, released January 14, 2002.)

NOTE: If a Block 4 correction will lead to a decrease in the original discount percentage requested, the correction will be processed. This revised calculation will become the new discount percentage for the worksheet and for any Block 5 Funding Requests that reference the worksheet.

If a Block 4 correction would lead to an increase in the discount percentage requested, the original discount percentage will continue to be the discount percentage for the worksheet and for any Block 5 Funding Requests that reference the worksheet.

- C. REDUCTIONS TO BLOCK 5 FUNDING REQUESTS: You may request reductions to Block 5 Funding Requests except for those that would increase your discount percentage due to a change in recipients of that Block 5 service. You may wish to reduce requests if you:
- will not be able to make use of services for which you requested Funding Year 2004 discounts, or
  - based your Funding Year 2004 Funding Request(s) for tariffed or month-to-month service on a projected rate increase that is now known to be much smaller than expected.
- D. CANCELLATIONS OF BLOCK 5 FUNDING REQUESTS: You may wish to request to cancel Block 5 Funding Requests if you:
- duplicated pending requests in Forms 471 where you had not received an FCDL before the close of the Form 471 application filing window, or
  - will not be able to make use of services for which you requested Funding Year 2004 discounts.

Reduction and cancellation requests are not subject to the three-week deadline.

The SLD encourages applicants who know that they will not use all of the amounts requested to notify the SLD of an appropriate reduction to or cancellation of these Funding Requests. This action would allow the SLD to distribute the amounts that are available for the funding year more effectively.

- E. UNBUNDLING AN FRN: You may request to "split" or "unbundle" an incorrectly combined Funding Request Number (FRN) with two or more services from different service providers (for example, local phone service from one company and long distance service from another for which you receive separate bills), or from different eligible service categories (such as Internal Connections and Internet Access).

NOTE: The total dollar amount represented by the newly divided FRNs must not exceed the amount you requested for the original combined FRN.

On the photocopy of your RAL, draw a line through the original bundled FRN. Then write in the SPIN, Service Provider Name, Services Ordered category, Total Program Year Pre-Discount \$ Amount, and Discount Percentage for each distinct service you have now "unbundled," making sure that the total dollars requested add up to no more than the ORIGINAL request.

- F. CORRECTION OF AN INCORRECT SPIN (Service Provider Identification Number): Corrective SPIN Changes are allowed. These include corrections because
- there was a data entry error by the applicant or the SLD, or
  - the company has merged with or been acquired by another company, or
  - other instances when the SPIN indicated on the Form 471 changed when the applicant did not initiate such a change.

Requests to change service providers for other reasons - Operational SPIN Changes - are not allowed prior to commitment.

- G. CORRECTION OF AN INCORRECT SITE IDENTIFIER: You may correct the site identifier, which is the Entity Number of the recipient of service from Block 5, Item 22a of the Form 471. (See Item B. above for correcting a site identifier on a shared service.) The Item 21 Attachment must substantiate the correction to the site identifier. (See the FCC Order DA 02-90, released January 14, 2002.)

NOTE: If a site identifier correction will lead to a decrease in the original discount percentage requested, it will be processed. The revised calculation will become the new discount percentage for the Funding Request.

If a site identifier correction will lead to an increase in the discount percentage requested, the original discount percentage will continue to be the discount percentage for any Block 5 Funding Requests that reference the worksheet.

Note that these corrections must be RECEIVED OR POSTMARKED within three weeks of the date of this letter. Follow these simple steps to make corrections:

1. Photocopy your RAL.
2. Draw a line through each incorrect item, and mark clearly next to it what the correct information should be.
3. Provide the name of the contact person and the contact person's e-mail address, fax number, or telephone number on the first page of the RAL copy that will be sent to the SLD so that we can contact you if we have questions about your requested changes.
4. Make a photocopy of your marked-up letter to keep for your files.
5. Sign your letter.
6. Send your marked-up letter so that it is received or postmarked within three weeks of the date of this RAL. Corrections may also be filed electronically, either by e-mail or by fax. Requests submitted by e-mail or fax will be considered filed on a business day if they are received at the SLD at any time up to 12:00 a.m. (midnight) ET. Requests received after that time will be considered received on the next business day.

To send your marked-up letter and any additional pages by US Postal Service or other carrier, mail to:

Data Entry Corrections  
Schools and Libraries Division  
Box 125 - Correspondence Unit  
80 South Jefferson Road  
Whippany, NJ 07981

To send your marked-up letter and any additional pages by e-mail, use the "Submit a Question" feature on the SLD web site. Follow the online instructions for help on submitting attachments.

NOTE: To be filed by e-mail, your marked-up letter should be scanned (TIF file format is preferred). Total file size of the e-mail message must be less than 10 Megabytes. The SLD will automatically reply to incoming e-mails to confirm receipt.

To send your marked-up letter and any additional pages by fax, fax to:

(973) 599-6526

7. Allowable corrections received in a timely fashion will be reflected in your FCDL. We will not make corrections that do not fall into the categories defined as Allowable Corrections above. Please note that, except for the automated e-mail response, the SLD will not advise you that we have received your "change request."
8. Please notify your service provider of any corrections to the RAL that you submit to the SLD. Your service provider has also received a copy of the original RAL. This correction will help your service provider keep your records updated.

#### MISSING FUNDING REQUESTS

If information about a particular Block 5 Funding Request is not included in the itemized list of Block 5 FRNs reported in the attached "Form 471 RAL Funding Requests Report", this is because the FRN did not pass Minimum Processing Standards. If this is the case, you will receive a separate letter from the SLD explaining the reason for rejection. If you believe that there were FRNs included in your Form 471 that are not listed in this letter AND you do not receive a letter informing you that those FRNs are rejected, please contact us using the e-mail, fax or mail instructions found earlier in this letter. Label your communication "QUESTIONS ABOUT RAL". Please note that the SLD Client Service



Bureau may not have the information necessary to respond to your inquiry; therefore, your letter should be sent as described above for a RAL correction.

#### FUTURE CONTACTS WITH PROGRAM INTEGRITY ASSURANCE (PIA)

It may be important for us to contact you as our PIA Team reviews the funding requests contained in your Form 471. Our requests for clarification and/or additional documentation will require a prompt response to permit us to process as many applications as possible before the start of the Funding Year. The due date for such responses will be established at the time that the PIA Team contacts you. If you are unable to respond within the timeframe requested, please explain the reason, and you will generally be permitted an extension. Please make sure that the contact person on your application is available to speak with the PIA Team, or that a surrogate is available. In addition, you should monitor on a daily basis the fax and e-mail locations that you cited in your Form 471 for the applicant and for the contact person for the applicant.

#### COMMUNICATIONS WITH YOUR SERVICE PROVIDERS

The SLD is also sharing this FRN information with service providers whose SPINs are listed on Form 471 applications. This information is provided so that service providers can undertake the preparatory steps of identifying their potential customers for whom discounts may be issued. NO DISCOUNTS will be provided until after:

- the SLD issues the ECDL for a particular application; AND
- technology plans, if applicable, have been approved; AND
- the applicant submits a Form 486 with a valid service start date.

The SLD encourages Form 471 applicants to contact their service providers to inform the service providers of the funding requests submitted to the SLD. Service providers may request additional information concerning the specific services contained within each funding request in order to facilitate discounted billing, if that is the billing arrangement requested by the applicant. Applicants are encouraged to share this information with service providers in order for the service providers to begin the preparatory billing steps.

#### EXPLANATION OF FORM 471 RAL BLOCK 5 FUNDING REQUESTS REPORT

Certain information from each Block 5 Funding Request of Form 471 Application Number 403265 that passed Minimum Processing Standards and that could be entered into our data system is shown in the attached "Form 471 RAL Block 5 Funding Requests Report." There are seven important components of information shown for each Block 5 Funding Request:

- FRN (Funding Request Number): The unique number assigned by the SLD to each Block 5 of your Form 471 once it has been data entered. This number is used to report to applicants and service providers the status of individual discount funding requests submitted on a Form 471.
- SPIN (Service Provider Identification Number): The unique number assigned by USAC to the service provider you identified as providing the service included in this FRN.
- Service Provider Name: The name of the service provider that you identified as providing the service included in this FRN.
- Category of Service: The type of service for which you have requested discounts in each Block 5 funding request. The categories of services are Telecommunications Services, Internet Access, and Internal Connections.
- Site Identifier: This will only appear if an Entity Number was provided in Block 5, Item 22a for the site-specific services described in this FRN.
- Pre-discount \$ Amount: The total annual pre-discount cost for each FRN. This amount is taken from Block 5, Item 23I.
- Discount Percentage: The discount percentage from Block 5, Item 23J.

If you would like to view additional funding request data, click the "Data Requests" button on the SLD web site at [www.sl.universalservice.org](http://www.sl.universalservice.org) and follow the instructions provided. If you would like to view your entire Form 471 application, click the "Display" button in the Apply Online Area of the SLD web site and enter your Form 471 Application Number.

Schools and Libraries Division  
Universal Service Administrative Company